

CLASS TITLE: GROUNDS SUPERINTENDENT

Class Code: 02167300

Pay Grade: 17A

EO Code: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for and to supervise the work of a large group of subordinates engaged in the care and maintenance of the grounds of a large state institution; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior who makes general assignments of duties and responsibilities; work is reviewed in process and upon completion for conformance to plans, specifications, and instructions.

SUPERVISION EXERCISED: Assigns and supervises the work of subordinates, instructs them in their duties, and reviews their work in process and upon completion for conformance to instructions.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for and to supervise the work of a large group of subordinates engaged in the care and maintenance of grounds of a large state institution involving; grading, seeding, and fertilizing lawns; propagating, transplanting, and caring for trees, plants and shrubbery; maintaining recreational areas and athletic fields; care and maintenance of roads and walks, including drainage facilities; and clearing and removing snow.

To make periodic inspections of grounds to assure safe and sanitary conditions.

To recommend to a superior such projects as may be necessary to improve conditions on and about the grounds of the institution.

To supervise the care and maintenance of machinery and equipment used by the grounds maintenance force.

To requisition materials and supplies.

To maintain records and prepare reports.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of landscape and grounds maintenance work; a thorough knowledge of the common methods of road maintenance including the construction of adequate drainage facilities; the ability to supervise and review the work gardeners and other grounds maintenance workers; the ability to keep records and prepare reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a supervisory capacity in the field of landscape gardening and grounds maintenance of a large park or institution.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986

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